

Requesting a Criminal Record Check **APPLICANT INSTRUCTION SHEET**

Please read the following instructions carefully to ensure your request is processed quickly and efficiently. Incomplete or inaccurate information may cause delays in responding to your request and potential loss of time on site at the assigned facility. All applicants must be over the age of 18 to access Criminal Records through Total Security Management Services Inc.

IMPORTANT

- Please complete in black ink. This section requires your Parish Information in order to ensure that your Criminal Record Check is returned to your Parish directly in an efficient manner.
- All reports will be sent to your authorizing Pastor/Administrator of the Parish.
- It is important to include your full name and date of birth.

Completing the “CONSENT FORM”

This is the document that permits TSM to access your Criminal Records. TSM is a contracted agency with a local police service in Ontario and will provide a detailed report of all convictions where a pardon has not been received for offences all across Canada. It is very important to include all necessary information to prevent inaccurate results.

Please note that there are two areas that require your signature.

- (i) First signature is your consent to access Criminal Records
- (ii) Second signature (located at the bottom of the Consent Form) is consent and acknowledgement to access the Vulnerable Sector Search.

Be sure to read this carefully to prevent any confusion for unexpected results and sign both sections indicated.

Your identification must be presented to your Pastor/Administrator prior to submitting your consent form. Form must be signed by that representative.

Acceptable ID

Submission must include copies of presented id, consisting of:

**1 piece of Government Issued Photo Id, and
1 other piece of identification.**

Acceptable ID includes:

Birth Certificate, Baptismal Certificate, Hunting Licence, Fishing Licence, Outdoors Card, Hospital Card, Canadian Blood Donor Card, Immigration Papers

